

**Crystal Lake Public Library**  
**Board of Trustees**  
**Regular Meeting Minutes**  
Minutes Virtual Zoom Meeting – January 20, 2021

Because of the COVID-19, inadequate air flow inside the Library building, and an interior construction project, the Board of Library Trustees of the City of Crystal Lake will be holding a virtual meeting to consider essential business.

**I. Call to Order:** The Virtual Zoom Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:09pm.

**II. Roll Call and declaration of quorum:**

**Present:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Charles Stump, William Weller. Cary Waxler joined the meeting 8:03pm.

**Absent:** John Engebretson, Rebecca Sisler

It was noted John Engebretson, Cary Waxler and Karen Migaldi and representatives from Engberg Anderson and Featherstone are at the Planning & Zoning Commission meeting regarding the impervious surface variance for the drive-up service window driveway.

**Staff Present:** Kathryn I. Martens, Library Director; Ann Pontarelli, Recording Secretary; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Julie Gibson, Head of Circulation Services; Becky Fyolek, Head of Youth Services; Penny Ramirez, Head of Tech Services; Nancy Weber, Head of Adult Services; staff members: Cheryl Budy, Christine Ticknor. Karen Migaldi, Assistant Director, joined the meeting at 8:03pm.

**III. Public Comment: None**

**IV. Board Development:** It was noted the Trustee Harassment Training and Certificate forms are requested by January 22, 2021 at 5:00pm. This training is an annual requirement per City Council ordinance.

**V. Approval of minutes of previous meeting(s) – It was moved by James Becker and seconded by William Weller to approve the minutes of December 16, 2020 as amended “in order to allow adequate time for meeting prep, requested that the Board Packet be emailed to Trustees by end of day Friday before the monthly Board meetings.”**

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Alice Fellers, Charles Stump, William Weller, Chuck Ebann

**Absent:** John Engebretson, Rebecca Sisler, Cary Waxler

**Nay: none**  
**Abstain: none**  
**Motion Passed**

**VI. Committee and Board Member Reports:** James Becker requested Committee Reports minutes indicate whether they are draft or approved minutes.

**VII. Financial Reports:** It was moved by William Weller and seconded by Charles Stump to approve the Financial Reports for FY 20/21 as of December 31, 2020. There was general discussion regarding IMRF and the working budget. Charles Stump thanked the Finance Committee for teaching him about Library finances.

**Roll Call:**

**Aye: James Becker, Bonita Drew, Alice Fellers, Charles Stump, William Weller, Chuck Ebann**

**Absent: John Engebretson, Rebecca Sisler, Cary Waxler**

**Nay: none**

**Abstain: none**

**Motion Passed.**

**VIII. Approval of Disbursements:** It was moved by William Weller and seconded by Charles Stump to approve the disbursements in the total amount of \$705,407.69 as follows:

<b>Operating Fund</b>	<b>299,304.05</b>
<b>IMRF/FICA Funds</b>	<b>38,168.91</b>
<b>Construction &amp; Repair</b>	<b>2,854.23</b>
<b>Special Reserve Funds</b>	<b>209,301.71</b>
	<b><u>155,778.79</u></b>
<b>Grand Total</b>	<b>705,407.69</b>

**Aye: James Becker, Bonita Drew, Alice Fellers, Charles Stump, William Weller, Chuck Ebann**

**Absent: John Engebretson, Rebecca Sisler, Cary Waxler**

**Nay: none**

**Abstain: none**

**Motion Passed.**

**IX. Communications.** None

**X. Board Action.**

**A. Market Benchmarking & Compensation Structure Development Project – accept report – recommendation from Personnel Committee. William Weller moved and Charles Stump seconded to approve the Market Benchmarking & Compensation Structure Development**

**Project report from HR Source, dated November 2020, as recommended by the Personnel Committee.** The report applies state minimum wage legislation on salaries and the effect it has on the budget for personnel compensation. The effect of the wage change was reviewed and discussed.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Alice Fellers, Charles Stump, William Weller, Chuck Ebann

**Absent:** John Engebretson, Rebecca Sisler, Cary Waxler

**Nay:** none

**Abstain:** none

**Motion Passed.**

**B. CLPL Classification & Pay Grades – adopt – recommendation from Personnel Committee. William Weller moved and Charles Stump seconded the motion to approve the attached CLPL Classifications and Pay Ranges, effective 1/24/2021, as recommended by the Personnel Committee.** A revised structure of job classifications and pay ranges for library positions was presented. The recommendation from the Personnel Committee includes earmarking \$190,000 in the personnel budget line item for implementation of the compensation study at an appropriate time as the economy improves.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Alice Fellers, Charles Stump, William Weller, Chuck Ebann

**Absent:** John Engebretson, Rebecca Sisler, Cary Waxler

**Nay:** none

**Abstain:** none

**Motion Passed.**

**XI. Board Discussion.** There was general discussion regarding Library messaging and usage during the construction closure and holidays.

The Board commended the construction progress as shown by the pictures.

Cary Waxler and Karen Migaldi joined the meeting at 8:03pm after having attended the City of Crystal Lake Planning & Zoning Commission meeting. Cary Waxler reported that the Planning & Zoning Commission voted to recommend approval of the variance for the drive-up service window driveway. The Planning & Zoning Commission recommendation now goes before the City Council February 2, 2021 meeting for final approval.

It was noted by Alice Fellers that the Board Committee lists on the Intranet need to be updated. It was requested that the intranet include past Board and Committee Agendas plus the Board and Committee electronic meeting packets since the onset of virtual meetings in March 2020. It was also requested that we consider recording of Board

meetings for public access once we return to in-person meetings and that those recordings be placed on the Library intranet for Board reference. Chuck Ebann will have those requests considered by the Governance Committee.

**XII. Staff Reports.** Trustees noted and thanked staff for going above and beyond in packing up the Library and working extra hours in December. It was noted the Library was able to apply for reimbursement for PPE supplies through the City of Crystal Lake under the CURES Act with the State of Illinois. A reimbursement of \$19,364.18 was approved.

**XIII. Adjournment: It was moved by William Weller and seconded by James Becker to adjourn at 8:25pm.**

**Roll Call:**

**Aye: James Becker, Bonita Drew, Alice Fellers, Charles Stump, Cary Waxler, William Weller, Chuck Ebann**

**Absent: John Engebretson, Rebecca Sisler**

**Nay: none**

**Abstain: none**

**Motion Passed.**

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James Becker, Secretary